

**BOARD OF ADJUSTMENT
INTERPRETATION/APPEAL
APPLICATION PACKET**

The following information is required prior to the appeal being scheduled for the Board of Adjustment.

- ☐ 1. Completed appeal application form including reference to the specific sections of the ordinance or guidelines being appealed.
- ☐ 2. Contact phone number, mailing address, and petitioner's signature on the appeal application form.
- ☐ 3. Interpretation/Appeal Application Filing Fee \$520.00.
- ☐ 4. If applicable to your appeal, eight (8) sets of a scaled drawing of the site plan, including the property identification number, location of buildings, landscaping, parking, building elevations, signage, and other pertinent information as requested by staff.
- ☐ 5. Any available information to be presented as an exhibit at the appeal hearing or other attachments should be submitted to the Secretary at the time of application (if available).
- ☐ 7. a. Pre-application conference with the Planning & Development staff.
b. With whom: _____

**** NOTE: If a Court Reporter is needed for your case, then you are responsible for making those arrangements and notifying the Board of Adjustment Secretary.**

-Pursuant to NCGS 160A-388, City Code Sec. 7-6-2, and the Rules of Procedure for the Board of Adjustment, appeals from decisions of the City's administrative staff must be filed within 60 days of the contested action.

-The Authorized Practice Committee of the North Carolina State Bar has issued an opinion (Advisory Opinion 2006-1) stating in essence that appearance in a representative capacity before quasi-judicial bodies of local government, such as boards of adjustment, is the practice of law within the meaning of NCGS 84-2.1 and 84-4, which prohibit the unauthorized practice of law.

City Planning staff may not provide legal advice to applicants. Applicants are advised to consult the appropriate sections of the North Carolina General Statutes, Asheville City Code, and the Rules of Procedure for the Board of Adjustment, or to consult with an attorney, if more information is needed.

NORTH CAROLINA
BUNCOMBE COUNTY
CITY OF ASHEVILLE

BEFORE THE ASHEVILLE
BOARD OF ADJUSTMENT
PROPERTY INFORMATION

If applicable to your appeal, then please provide the following property information.

Property Location: _____

PIN Map #: _____

Zoning: _____ Use of Property: _____

TYPE OF APPEAL: Zoning Interpretation []; Other []
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Title to this property is in the name of : (Furnish current address-please print legibly)

Property Owner:

Property Owner's Address:

Property Owner's Signature: _____

(Petitioner's Name or Business Name if other than Property Owner)

(Petitioner's Address)

(Agent's Name)

(Phone Number)

(Phone Number)

NORTH CAROLINA
BUNCOMBE COUNTY
CITY OF ASHEVILLE

BEFORE THE
BOARD OF ADJUSTMENT
APPEAL APPLICATION FORM

☐ **Zoning Interpretation Appeal**

☐ **Other Type of Appeal (HRC, Housing Code, etc.)** _____

TO THE CITY OF ASHEVILLE BOARD OF ADJUSTMENT

I, _____ hereby appeal to the Board of Adjustment from the following adverse decision of the City of Asheville:

Who rendered the decision?: _____

Briefly describe what the decision prevents you from doing?: _____

Date of the decision: _____ Date that you received the decision: _____

How do you think that the ordinance or guidelines should be interpreted?: _____

What section(s) of the ordinance or guidelines supports your interpretation?: _____

Why do you think that your interpretation is correct?: _____

Why do you think that the City's interpretation is wrong?: _____

Other comments/information that you would like to have considered: _____

I certify that all the information presented in this application and attachments is accurate to the best of my knowledge, information, and belief.

DATE

PETITIONER'S NAME (Please Print)

ZoningInterpAppealAppl

PETITIONER'S SIGNATURE